

Internal Financial Review Worksheet

(All bank accounts must be reviewed)

Wing: _____

Fiscal Year and Quarter Reviewed: _____

Date Review Completed: _____

Name and Title: _____

Signature: _____

Date Review Sent to Wing Financial Analyst: _____

All questions answered with a “no” must be explained.

- | | | |
|---|------------------------------|---|
| Does the region/wing have a Director of Finance? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Did the Finance Committee meet this quarter? | <input type="checkbox"/> Yes | On What Date: _____ <input type="checkbox"/> No |
| Were minutes taken of the Finance Committee meeting? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Did all checks over \$500 have two signatures? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Did all checks over \$1500 have Finance Committee approval? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Did you verify that members of the same household did not co-sign checks? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Did you verify that there were no pre-signed checks and that blank check stock is secure? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Did a random sample of paid checks all have supporting invoices? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Did all invoices reviewed have necessary approvals? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Were all withdrawals from investment accounts approved? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Were all applicable reporting deadlines met? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does the region/wing use credit cards? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If the region/wing uses credit or debit cards, is there a policy in place governing their use? .. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Was all credit card usage documented with itemized receipts? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are all special activity accounts recorded in QuickBooks®? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Were all voided checks properly accounted for? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are all check numbers accounted for and sequential? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Did you verify that checks were not made payable to cash? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Did you verify that signers were not listed as payees on checks? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Were all checking accounts reconciled each month? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Were all bank reconciliations reviewed and signed by a member of the finance committee? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Did a sample of CAPFs 108 have fuel receipts attached? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Explain any questions answered with a “no.”

The check sample for each bank account will be a minimum of 5% of the total number of checks written during the quarter being reviewed or 20 checks, whichever is larger.